

 JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 3-JTS-3A-15 1-JBC-3A-14 4-JCF-2-A-16; 4C-14
CHAPTER: Program Services	AUTHORITY: KRS 15A.0652
SUBJECT: Transportation of Youth	
POLICY NUMBER: DJJ 320	
TOTAL PAGES: 7	
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APPROVAL: Bob D. Hayter , COMMISSIONER	

I. POLICY

The Department of Juvenile Justice (DJJ) shall maintain the necessary supervision and security to ensure the safety of sentenced, committed, and placed youth, DJJ staff, and the public during transport.

II. APPLICABILITY

This policy shall apply to each group home, youth development center (YDC), DJJ operated day treatment program, and regional juvenile detention center (RJDC), as well as the Division of Placement Services, Classification, and Transportation Branches. This policy shall be made available to all staff involved in transporting juveniles.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. All travel arrangements for a youth, who is under the supervision of DJJ, shall adhere to the security level required to ensure youth, staff, and public safety.
- B. No youth, parent, or caregiver shall be transported in a staff's personal vehicle.
- C. Transportation types include:
 1. Court order:

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- a. Once a court has issued an order for a youth to appear in that respective court, the receiving DJJ staff shall forward the order to the Juvenile Services Worker (JSW);
 - b. The JSW shall submit, to the Transportation Branch, a transport request, via electronic transfer and shall copy the transport request to the Superintendent;
 - c. The Transportation Branch shall be responsible for coordinating and scheduling the transport for each youth. If the Transportation Branch is not available to facilitate the transport, the JSW, Juvenile Services District Supervisor (JSDS), Superintendent, and youth counselor shall be advised of the transport denial via electronic transfer; and
 - d. Upon receipt of the transport denial, the Superintendent or designee shall be responsible for coordinating the transport of the youth.
2. Initial placement:
- a. The Classification Branch shall provide the Transportation Branch, via electronic transfer, with the list of youth to be transported;
 - b. The Transportation Branch shall be responsible for coordinating and scheduling the transport for each youth; and
 - c. The Transportation Branch shall notify the Classification Branch, community staff, Superintendent, and the Commissioner's office, via electronic transfer, of the scheduled transport. If the Transportation Branch cannot complete the transport of a youth, the Classification Branch shall be notified.
3. Administrative Transfer Request (ATR):
- a. The Classification Branch shall provide the Transportation Branch, via electronic transfer, with the list of youth to be transported;
 - b. The Transportation Branch shall be responsible for coordinating and scheduling the transport for each youth;
 - c. The Transportation Branch shall notify the Classification Branch, community staff, Superintendent, and the Commissioner's office, via electronic transfer, of the scheduled transport. If the Transportation Branch cannot complete the transport of the youth, the Classification Branch shall be notified; and
 - d. If the event is an emergency ATR, the Classification Branch shall provide the Transportation Branch, via electronic transfer, with the name of the youth to be transported.
 - i. The Transportation Branch shall coordinate and schedule the transport, as soon as possible; and

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- ii. If the Transportation Branch is unable to complete the transport of the youth immediately, the Classification Branch and the sending facility shall have the discretion to utilize facility staff for the youth's transport arrangements.

4. Alternative to Detention (ATD):

- a. The Detention Alternative Coordinator (DAC) shall provide the Transportation Branch with a transport request for the youth;
- b. The Transportation Branch shall be responsible for coordinating and scheduling the transport for each youth; and
- c. If the Transportation Branch cannot complete the transport of the youth, the DAC shall be notified and arrangements shall be made with the sending facility.

5. Detention to detention:

- a. The Superintendent or designee shall submit a transport request to the Transportation Branch, via electronic transfer, when a youth needs to be transported from one (1) detention center to another detention center;
- b. The Transportation Branch, the sending detention center, the receiving detention center, and the JSW, if applicable, shall coordinate the transport arrangements for the youth; and
- c. If a youth needs to be transported from a county detention center, the JSDS or designee shall submit a transport request to the Transportation Branch, via electronic transfer.

6. Furlough:

- a. The parent or caregiver shall be primarily responsible for furlough transportation; and
- b. When the parent or caregiver needs assistance to transport a youth, the facility staff, Transportation Branch, and JSW shall coordinate transport arrangements for the youth.
 - i. Transportation arrangements shall be made in consideration of the treatment needs of the youth and shall be the least disruptive, and the most cost effective arrangement for DJJ;
 - ii. The Superintendent has authority to approve a furlough transportation arrangement;
 - iii. Facility staff may be utilized to provide transport for a furlough that is local to the facility;
 - iv. The Transportation Branch shall be primarily responsible for a furlough greater than fifty (50) miles from the facility;

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- v. If the Transportation Branch is needed for transport, the Superintendent or designee shall submit a transport request to the Transportation Branch, via electronic transfer one (1) week prior to the scheduled furlough; and
 - vi. If the Transportation Branch is not available to facilitate the transport, the Superintendent or designee shall be advised of the transport denial, via electronic transfer, and shall have the discretion to utilize facility staff for transport arrangements.
- 7. Local or routine:
 - a. The facility shall be responsible for the coordination of transportation of youth for local or routine transports; and
 - b. If the Transportation Branch is needed for a local or routine transport, the Superintendent or designee shall contact the Transportation Branch, via telephone, and submit a transport request, via electronic transfer, to the Transportation Branch.
- 8. Interstate Compact:
 - a. Interstate or intrastate travel arrangements for a youth shall be coordinated by the Interstate Compact Administrator; and
 - b. An interstate travel permit shall be secured and accompany the youth.
- 9. Special medical and mental health:
 - a. Non-routine medical transportation arrangements shall be coordinated by the Superintendent or designee;
 - b. The Superintendent or designee shall submit a transport request to the Transportation Branch, via electronic transfer, and a copy to the JSW, one (1) week in advance when possible; and
 - c. If the Transportation Branch is unable to facilitate the transport, the Superintendent or designee shall be responsible for coordination of the transportation arrangements.
- 10. Medical Emergencies:
 - a. When a life threatening emergency exists, the following shall occur:
 - i. Staff shall call Emergency Medical Services (EMS) by the most direct access, 911 in areas having this service;
 - ii. When a youth is transported for emergency care, the Superintendent and on-call nursing staff shall be contacted as soon as possible; and
 - iii. Staff shall accompany or follow the youth during transport.
 - b. When a non-life threatening emergency exists, staff shall contact the Superintendent or designee to determine the mode of transportation.

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11. In other transportation situations, the Superintendent or designee shall be primarily responsible for coordinating transportation arrangements.

D. Safety and Security

1. Transportation planning shall take into consideration:
 - a. The youth's history of crimes committed, violence risk, absent without leave (AWOL) risk, and the current behavior and demeanor of the youth at the time of transport;
 - b. The purpose of the transport, for example: to placement, home visit, or medical;
 - c. The adequacy of staff, equipment, and vehicles to be used in each transport; and
 - d. Any unusual condition or considerations involved in the movement.
2. The number of staff required to transport a youth shall be sufficient to minimize the risk of accident or injury to the youth and others.
3. Staff transporting youth, pursuant to a court order, shall observe the same gender requirements of KRS 605.080(3).
4. Staff transporting youth shall not carry or use a firearm, knife, other deadly weapon, chemical agent, or dangerous instrument.
5. For youth being transported between DJJ residential placements, the youth counselor shall be responsible for ensuring that all pertinent paperwork and information is available to the receiving placement before the trip is completed.
6. The Transportation Branch shall only utilize vehicles that have security screens for the transportation of youth. Transportation staff shall not open the security access window during the transportation of youth.
7. Mechanical Restraints:
 - a. The use of mechanical restraints during transportation shall be determined by the Superintendent or Administrative Duty Officer (ADO), Transportation Branch Manager or designee, or the Classification Branch Manager or designee. Where mechanical restraints are to be used, the determination shall be in writing, shall specify the restraints to be used, and shall be retained in the child's file.
 - b. The following shall be taken into consideration when utilizing mechanical restraints:
 - i. AWOL or escape risk;
 - ii. Assault risk;

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- iii. Harm to self; or
 - iv. Other safety risk.
- c. Where the transportation is to a court proceeding, DJJ personnel who are supervising the transportation of the youth shall request approval from the judge to remove mechanical restraints while in the courtroom unless the determination in IV.D.7.A. of this policy states otherwise based upon identified reasons which establish that the child is an AWOL risk or has a significant risk of assaultive behavior in the courtroom.
- d. Mechanical restraints, for transport, may include handcuffs, leg irons, belly chains, and a security black box.
- e. If therapeutic restraints are required during transport, the appropriate approval shall be obtained from the Treatment Director, Regional Psychologist, Division Director of Medical Services, or Chief of Mental Health Services prior to usage.
- 8. During the transport of a youth:
 - a. The transporter shall make stops only for emergencies or at planned locations;
 - b. The transporter may, as needed, make stops at:
 - i. DJJ facilities;
 - ii. DJJ offices;
 - iii. Local sheriff's offices;
 - iv. Local police departments;
 - v. Correctional facilities;
 - vi. Kentucky State Police (KSP) posts; or
 - vii. Other locations approved by the Superintendent or designee or Transportation Branch manager; and
 - c. If a meal is not provided by the sending DJJ facility, meal stops shall be exercised via drive through services. This does not include local or routine transportation.
- 9. Staff shall ensure that all occupants are properly secured in seat belts.
- 10. Staff shall follow the usual or designated route at all times unless extraordinary or emergency conditions arise.
- 11 Staff shall contact their supervisor when there is a thirty (30) minute or more delay or significant route change. A personal cell phone may be carried by staff during transport if a facility cell phone is not available.

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12. If a youth transport becomes overdue one (1) hour or more, without any contact from the transporter, the following shall occur:
 - a. When the Transportation Branch is transporting a youth, the receiving Superintendent or designee shall contact the Transportation Branch manager to determine the location of and provision of assistance to the transporting unit; or
 - b. When facility staff are transporting a youth, the Superintendent or designee shall coordinate efforts to determine the location of and provision of assistance to the transporting unit.
13. Emergency contact phone numbers shall be kept in each vehicle to use in situations such as accidents, breakdowns, youth escapes, or other situations where the transporter may need assistance.
14. Staff shall refer to DJJ Chapter 300 for escape and AWOL policy and procedures.
15. If a problem is indicated by youth, or noticed by staff, during transportation, staff shall go to a safe location and call for assistance, if necessary.
16. The transporter shall ensure the following:
 - a. The youth and vehicle are free of contraband;
 - b. The vehicle is clean and free of debris;
 - c. The vehicle is in a safe operational condition;
 - d. Youth property and medication are adequately accounted for, inventoried, and secured during transport, if applicable;
 - e. The vehicle is refueled after use;
 - f. Receipts for gas or other car necessities shall be kept in an assigned place; and
 - g. The mileage sheet is completed for the trip.
- E. The sheriff is responsible for transporting youthful offenders (YO's) to court, upon final disposition, at age eighteen (18). Law enforcement shall be reimbursed by DJJ for such transports.
- F. The Transportation Branch, Division Director of Community and Mental Health Services, and the JSDS shall coordinate transportation arrangements for a youth placed in a non-DJJ program.

V. MONITORING MECHANISM

- A. The Transportation Branch Manager shall ensure that the Transportation Branch staff have received initial orientation training and annual updates.

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- B. The Superintendent shall ensure that transporting staff, for the facility, have received initial training and annual reviews.